

## **City of Sunnyvale**

### **Program Performance Budget**

#### **Program 743 - Budget Management**

##### **Program Performance Statement**

Assist the City Manager in annually developing and submitting a budget to City Council, 35 days prior to the beginning of the fiscal year as prescribed in the City Charter, that meets the current and future service demands of the community in an efficient and cost-effective manner, by:

- Developing revenue projections and a fee schedule annually,
- Reviewing and analyzing operating programs and projects in alternating years,
- Developing and updating the long-range financial plans annually,
- Preparing and publishing the recommended and adopted budgets on the City's website, CD-ROM, and hard copy,
- Analyzing the budgetary and fiscal impacts for various City issues arising through Reports to Council, labor negotiations, development proposals, requests for budget modifications and supplements, and requests from the City Manager, Finance Director and Departments,
- Conducting the Fiscal Issues Workshop which includes a mid-year update on the current budget's revenue projections and expenditures, analysis on economic indicators and trends, presentation of budgetary and fiscal challenges facing the City,
- Reviewing and analyzing the year end results and carryover requests for all City programs and projects and preparing the data for presentation to City Council,
- Tracking budgeted revenues and expenditures throughout the year and working with Departments to address any issues, and
- Training program managers and staff support on the budget structure, process and system throughout the year.

##### **Notes**

1. The Government Finance Officer's Association is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The Distinguished Budget Award recognizes budget documents of the highest quality that meet the needs of decision-makers and citizens.

# City of Sunnyvale

## Program Performance Budget

### Program 743 - Budget Management

#### Program Measures

#### Quality

- \* The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association by achieving a rating of "proficient" in the four rating areas (policy documents, financial plan, operations guide, communications device).

#### - Proficient Ratings

- \* An internal customer satisfaction rating for budget analyses and trainings is achieved.

#### - Percent Satisfied

- \* Actual revenues falls within projections, as estimated in May, for the top six General Fund revenue sources.

#### - Percent within Projections

- Actual Revenues for Top Six Revenues

- \* An internal customer satisfaction rating for the budget system's usability is achieved.

#### - Percent Satisfied

#### Productivity

- \* The City Charter requirements to adopted the Budget including submittal date, public hearing, and budget adoption date are met.

#### - Percent of Requirements Met

- \* The Budget is submitted to the City Council by the City Manager's established due date.

#### - Days Past Due Date

- \* The Budget Division staff provides assistance to Departments as requested.

#### - Number of Requests

- Average Number of Hours Per Request

- \* The Project Carry-over Report is submitted to City Council in a timely manner following the end of the fiscal year.

#### - Number of Days After Fiscal Year End

#### Cost Effectiveness

- \* The cost to publish a budget document will be less than or equal to the planned cost.

#### - Cost Per Budget Volume Printed

#### Financial

		2006/2007	2007/2008
	Priority	Proposed	Proposed
	I		
		4.00	4.00
	I		
		85.00%	85.00%
	I		
		5.00%	5.00%
		\$75,000,000.00	\$75,000,000.00
	I		
		85.00%	85.00%
	M		
		100.00%	100.00%
	C		
		-	0.00
	I		
		200.00	200.00
		4.00	4.00
	I		
		135.00	135.00
	I		
		\$249.23	\$256.59

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Program Measures**

**Financial**

\* Actual total expenditures for Budget Development and Analysis will not exceed planned program expenditures.

**- Total Program Expenditures**

<b>Priority</b>	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
C	\$721,356.21	\$744,283.21

**Priority Legend**

M: Mandatory  
C: Council Highest Priority  
I: Important  
D: Desirable

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74311 - City Budget Development**

Prepare a budget and long-range financial plan for the City annually, by:

- Developing revenue projections through historical and trend analysis, research economic indicators, and update of City fees,
- Reviewing and analyzing proposed operating programs and projects budget submittals in alternating years,
- Developing internal services rental and additive rates to allocate costs for fleet, facilities, information technology and personnel benefits annually to ensure appropriate cost recovery for internal services,
- Developing and updating long range financial plans to convey the City's long term position, and
- Developing supporting budget schedules including the Citywide Budget Summary, Fund Transfers Schedule, Debt Service Schedule, and Citywide Administration/Overhead Allocation Schedule.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74311 - City Budget Development**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743100, 743101 - Develop Revenue Projections and Update City Fees</b>		
Product: An Estimated Revenue Source		
Costs:	\$32,783.39	\$33,865.09
Products:	417.00	417.00
Work Hours:	414.00	414.00
Product Cost:	\$78.62	\$81.21
Work Hours/Product:	0.99	0.99
<b>Activity 743110, 743111 - Review and Analyze Two Year Operating Program Budgets with Departments and City Manager</b>		
Product: An Operating Program		
Costs:	\$26,961.46	\$146,155.29
Products:	4.00	90.00
Work Hours:	360.00	1,880.00
Product Cost:	\$6,740.37	\$1,623.95
Work Hours/Product:	90.00	20.89
<b>Activity 743120 - Review and Process Budget Restructures</b>		
Product: An Operating Program		
Costs:	\$10,246.31	\$10,560.77
Products:	4.00	4.00
Work Hours:	130.00	130.00
Product Cost:	\$2,561.58	\$2,640.19
Work Hours/Product:	32.50	32.50

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74311 - City Budget Development**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743130 - Review and Analyze Projects Budgets with Departments, Projects Review Committee and City Manager</b>		
Product: A Project Submitted		
Costs:	\$130,557.87	\$15,835.78
Products:	410.00	30.00
Work Hours:	1,720.00	200.00
 Product Cost:	 \$318.43	 \$527.86
Work Hours/Product:	4.20	6.67
 <b>Activity 743140 - Develop Internal Services Rental and Additive Rates</b>		
Product: An Internal Service Rate		
Costs:	\$37,554.78	\$38,786.37
Products:	13.00	13.00
Work Hours:	480.00	480.00
 Product Cost:	 \$2,888.83	 \$2,983.57
Work Hours/Product:	36.92	36.92
 <b>Activity 743150 - Develop 20-Year Long-Range Financial Plans for All City Funds</b>		
Product: A Financial Plan		
Costs:	\$67,546.39	\$69,695.05
Products:	59.00	59.00
Work Hours:	860.00	860.00
 Product Cost:	 \$1,144.85	 \$1,181.27
Work Hours/Product:	14.58	14.58

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74311 - City Budget Development**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743160 - Develop Supporting Budget Schedules</b>		
Product: A Schedule		
Costs:	\$14,328.39	\$14,740.25
Products:	9.00	9.00
Work Hours:	190.00	190.00
Product Cost:	\$1,592.04	\$1,637.81
Work Hours/Product:	21.11	21.11
<b>Activity 743170 - Prepare Budget Transmittal Letter</b>		
Product: A Budget Transmittal Letter		
Costs:	\$23,733.29	\$24,730.12
Products:	1.00	1.00
Work Hours:	185.00	185.00
Product Cost:	\$23,733.29	\$24,730.12
Work Hours/Product:	185.00	185.00
<b>Activity 743180 - Provide Oversight and Review of Services for Annual City-Wide Budget Preparation</b>		
Product: A Work Hour		
Costs:	\$79,223.29	\$82,722.85
Products:	550.00	550.00
Work Hours:	550.00	550.00
Product Cost:	\$144.04	\$150.41
Work Hours/Product:	1.00	1.00
<b>Totals for Service Delivery Plan 74311 - City Budget Development</b>		
<b>Costs:</b>	<b>\$422,935.17</b>	<b>\$437,091.57</b>
<b>Hours:</b>	<b>4,889.00</b>	<b>4,889.00</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74312 - Budget Review, Adoption, and Publication**

Prepare the budget for City Council review and adoption and publish the recommended and adopted budget annually, by:

- Submitting the recommended budget to City Council at least 35 days prior to the fiscal year, as prescribed in the City Charter,
- Holding a public hearing and adopting the budget on or before June 30 as specified in the City Charter,
- Conducting budget workshops including the City Manager's Workshop and the 1/8 Operating Program Review,
- Publishing the budget document and distributing the budget through the City's website, CD-ROM, and hard copy, and
- Preparing and distributing supplemental budget communication materials including the Budget Summary Tri-fold and Budget-In-Brief.

**Notes**



**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74312 - Budget Review, Adoption, and Publication**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743200 - Publish Recommended and Adopted Budget Documents</b>		
Product: A Budget Volume Printed		
Costs:	\$34,891.99	\$35,922.76
Products:	140.00	140.00
Work Hours:	310.00	310.00
Product Cost:	\$249.23	\$256.59
Work Hours/Product:	2.21	2.21
<b>Activity 743210 - Prepare and Distribute Supplemental Budget Communication Material</b>		
Product: A Supplemental Document Prepared		
Costs:	\$24,533.20	\$25,264.04
Products:	7.00	7.00
Work Hours:	240.00	240.00
Product Cost:	\$3,504.74	\$3,609.15
Work Hours/Product:	34.29	34.29
<b>Activity 743220, 743221, 743222 - Coordinate and Conduct Budget Workshops</b>		
Product: A Workshop or Meeting		
Costs:	\$14,715.14	\$15,163.41
Products:	2.00	2.00
Work Hours:	180.00	180.00
Product Cost:	\$7,357.57	\$7,581.71
Work Hours/Product:	90.00	90.00

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74312 - Budget Review, Adoption, and Publication**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743230 - Prepare Reports to Council for the Legally Required Public Hearing and Budget Adoption Council Meetings</b>		
Product: A Report		
Costs:	\$7,995.65	\$8,252.76
Products:	3.00	3.00
Work Hours:	100.00	100.00
 Product Cost:	 \$2,665.22	 \$2,750.92
Work Hours/Product:	33.33	33.33
 <b>Totals for Service Delivery Plan 74312 - Budget Review, Adoption, and Publication</b>		
 <b>Costs:</b>	 <b>\$82,135.98</b>	 <b>\$84,602.97</b>
<b>Hours:</b>	<b>830.00</b>	<b>830.00</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74313 - Budget Monitoring and Analysis**

Monitor the current year budget and provide budgetary analysis and resources to Departments, by:

- Analyzing all proposed adjustments to the budget including budget modifications and position allocation adjustment requests,
- Reviewing all carryover requests from one fiscal year budget to the next's budget and preparing a Report to Council,
- Analyzing year-end results for all revenues and expenditures by program and Fund and preparing a Report to Council,
- Preparing and conducting the Fiscal Issues Workshop annually to present mid-year budget update and fiscal issues, and
- Responding to requests for budgetary analysis from Departments and for special projects including review of study and budget issues.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74313 - Budget Monitoring and Analysis**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743300 - Analyze and Process Budget Modification Requests from Departments</b>		
Product: A Budget Modification		
Costs:	\$14,965.35	\$15,423.45
Products:	40.00	40.00
Work Hours:	200.00	200.00
Product Cost:	\$374.13	\$385.59
Work Hours/Product:	5.00	5.00
<b>Activity 743310 - Analyze and Process Position Allocation Adjustment Requests from Departments</b>		
Product: A Position Allocation Request		
Costs:	\$10,682.48	\$11,012.66
Products:	10.00	10.00
Work Hours:	140.00	140.00
Product Cost:	\$1,068.25	\$1,101.27
Work Hours/Product:	14.00	14.00
<b>Activity 743320 - Analyze Requests for Budget Carry-over from One Fiscal Year to the Next Fiscal Year and Prepare Report to Council</b>		
Product: A Carry-over Item		
Costs:	\$13,872.34	\$14,338.72
Products:	300.00	300.00
Work Hours:	180.00	180.00
Product Cost:	\$46.24	\$47.80
Work Hours/Product:	0.60	0.60

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74313 - Budget Monitoring and Analysis**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743330 - Analyze Year-End Results and Prepare Report to Council</b>		
Product: A Report		
Costs:	\$13,436.17	\$13,886.87
Products:	1.00	1.00
Work Hours:	170.00	170.00
Product Cost:	\$13,436.17	\$13,886.87
Work Hours/Product:	170.00	170.00
<b>Activity 743340 - Prepare and Conduct Fiscal Issues Workshop</b>		
Product: A Workshop		
Costs:	\$8,952.51	\$9,244.74
Products:	1.00	1.00
Work Hours:	110.00	110.00
Product Cost:	\$8,952.51	\$9,244.74
Work Hours/Product:	110.00	110.00
<b>Activity 743350, 743351, 743352, 743353 - Provide Budgetary and Financial Assistance to Departments- Including Review of Reports to Council, Study and Budget Issues</b>		
Product: A Request		
Costs:	\$50,301.67	\$51,690.40
Products:	180.00	180.00
Work Hours:	680.00	680.00
Product Cost:	\$279.45	\$287.17
Work Hours/Product:	3.78	3.78

**City of Sunnyvale  
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**Program 743 - Budget Management**

**Service Delivery Plan 74313 - Budget Monitoring and Analysis**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743360 - Provide Analytical Support for Special Projects</b>		
Product: A Project		
Costs:	\$18,527.20	\$19,133.17
Products:	20.00	20.00
Work Hours:	220.00	220.00
Product Cost:	\$926.36	\$956.66
Work Hours/Product:	11.00	11.00
<b>Totals for Service Delivery Plan 74313 - Budget Monitoring and Analysis</b>		
<b>Costs:</b>	<b>\$130,737.72</b>	<b>\$134,730.01</b>
<b>Hours:</b>	<b>1,700.00</b>	<b>1,700.00</b>

**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74314 - Budget Training and System Support**

Provide budgetary training and resources to Departments, by:

- Developing and maintaining the operating and projects budget system, and
- Providing budget training and resources for all City staff.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74314 - Budget Training and System Support**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743400 - Provide Budget Training to City Staff, Elected Officials, and External Groups</b>		
Product: A Training Session		
Costs:	\$13,470.79	\$13,876.06
Products:	35.00	35.00
Work Hours:	180.00	180.00
Product Cost:	\$384.88	\$396.46
Work Hours/Product:	5.14	5.14
<b>Activity 743410 - Maintain and Update Internal Budget Tools Website</b>		
Product: An Update		
Costs:	\$4,728.98	\$4,837.50
Products:	24.00	24.00
Work Hours:	70.00	70.00
Product Cost:	\$197.04	\$201.56
Work Hours/Product:	2.92	2.92
<b>Activity 743420, 743421, 743422, 743423 - Modify and Maintain Budget Systems</b>		
Product: An Update		
Costs:	\$31,162.24	\$31,888.44
Products:	150.00	150.00
Work Hours:	460.00	460.00
Product Cost:	\$207.75	\$212.59
Work Hours/Product:	3.07	3.07
<b>Totals for Service Delivery Plan 74314 - Budget Training and System Support</b>		
<b>Costs:</b>	<b>\$49,362.01</b>	<b>\$50,602.00</b>
<b>Hours:</b>	<b>710.00</b>	<b>710.00</b>



**City of Sunnyvale**  
**Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74315 - Management and Support Services**

Support the operation of the Budget Management program, by:

- Managing the program budget, staffing and any personnel related matters,
- Supporting City-wide projects as needed,
- Providing training to enhance technical skills and for professional development, and
- Providing administrative support for the program.

**Notes**

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74315 - Management and Support Services**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743500 - Staff Training and Development</b>		
Product: A Training Session		
Costs:	\$6,785.10	\$6,956.12
Products:	5.00	5.00
Work Hours:	50.00	50.00
Product Cost:	\$1,357.02	\$1,391.22
Work Hours/Product:	10.00	10.00
<b>Activity 743510 - Management and Supervisory Services</b>		
Product: A Work Hour		
Costs:	\$16,561.81	\$17,144.74
Products:	180.00	180.00
Work Hours:	180.00	180.00
Product Cost:	\$92.01	\$95.25
Work Hours/Product:	1.00	1.00
<b>Activity 743520 - Administrative Support</b>		
Product: A Work Hour		
Costs:	\$6,697.59	\$6,817.15
Products:	80.00	80.00
Work Hours:	80.00	80.00
Product Cost:	\$83.72	\$85.21
Work Hours/Product:	1.00	1.00

**City of Sunnyvale  
Program Performance Budget**

**Program 743 - Budget Management**

**Service Delivery Plan 74315 - Management and Support Services**

	<b>2006/2007 Proposed</b>	<b>2007/2008 Proposed</b>
<b>Activity 743530 - City-Wide Project Assignments</b>		
Product: An Assignment		
Costs:	\$6,140.83	\$6,338.65
Products:	8.00	8.00
Work Hours:	76.00	76.00
 Product Cost:	 \$767.60	 \$792.33
Work Hours/Product:	9.50	9.50
 <b>Totals for Service Delivery Plan 74315 - Management and Support Services</b>		
 <b>Costs:</b>	 <b>\$36,185.33</b>	 <b>\$37,256.66</b>
<b>Hours:</b>	<b>386.00</b>	<b>386.00</b>
 <b>Totals for Program 743</b>		
<b>Costs:</b>	<b>\$721,356.21</b>	<b>\$744,283.21</b>
<b>Hours:</b>	<b>8,515.00</b>	<b>8,515.00</b>

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